Where do I find my Scheduled Events?

Or "Where are my Confirmations?"

1. **Go to the Dashboard**

RAMAPO COLLEGE OF NEW JERSEY

📅 25Live Pro   ☑ Event Form

🔍 Go to Search   Recently Viewed ▼   ⑦ Help

2. Look for the "Your Upcoming Events" Box.

✏ Create an Event

📄 **Your Upcoming Events** ∧

📄 1 Event in which you are the **Requestor**
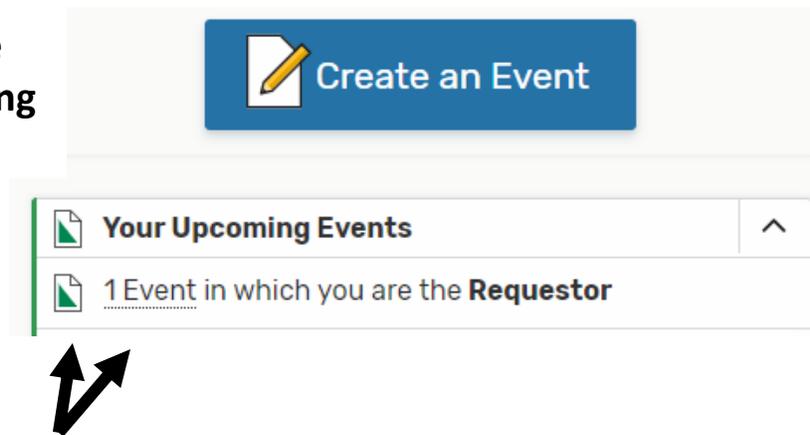
3. If you click HERE you will be taken to <u>your</u> list of Events on Search page.

	Name	Organizations	Type	Start Date	Start Time	State	Locations
☆	25Live Training	E&C	Workshop/Training	Thu Sep/05/2019	1:00 pm	Confirmed	B 228
⭐	25Live Training	E&C	Workshop/Training	Tue Sep/10/2019	2:00 pm	Confirmed	B 118,

List | Calendar   ← All Dates →   Future Only | All Dates   Choose Columns   ↻ ⑦

1. *Some* of the headers are **sortable**. See symbol ⊞ above for which.
2. Click on the **Name** of the Event to go into the details of the reservation.
3. You can also choose *which* **Columns** you want to appear.

Choose Columns

☑ Name	☐ Categories	☑ **State**
☐ Title	☐ Your Role	☑ **Locations**
☐ Reference	☑ **Start Date**	☑ **Resources**
☑ **Organizations**	☑ **Start Time**	☐ Scheduler
☑ **Type**	☐ Creation Date	